

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of Direct Image Printing

as requisitioned from the U.S. Government Printing Office (GPO) by

Various Government Departments and Agencies

Multiple Award in each of Two Categories

The term of this contract is for the period

beginning May 1, 2003, and ending April 30, 2004

(NOTE: The contract period is **11** months.)

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEBI MERCHANT (404) 605-9160, Ext. 9173 OR E-MAIL dmerchant@gpo.gov. AFTER AWARD, DIRECT ALL QUESTIONS CONCERNING AN INDIVIDUAL PRINT ORDER TO THE CONTRACTOR ADMINISTRATOR LISTED ON THE PRINT ORDER. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE UPON REQUEST

you may **FAX** request to (404) 605-9185/9186.

(NOTE: The current 1407-M abstract is **NOT** available on the GPO website.)

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on April 8, 2003.

Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2566.

DO NOT FAX BIDS TO GPO. See NOTE on page 19 of 19.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

SUBCONTRACTING: The predominant function is direct image printing. The provisions of GPO Pub. 310.2 are modified to permit subcontracting of fold-ins.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV
- (b) Finishing Attributes -- Level IV

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Disk Output

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from May 1, 2003 through April 30, 2004, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified in the "Ordering" clause.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, DC 20401.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 13 THROUGH 20.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of various self and separate cover books and pamphlets, and flat sheet forms requiring such operations as electronic prepress, direct image printing, binding, packing, & distribution.

NOTE: Production is to be achieved by Direct Image printing. Docutech/DocuColor will be accepted – no inkjet or color copying will be accepted.

TITLE: Direct Image Printing for Federal Printing Region No. 4.

FREQUENCY OF ORDERS/QUANTITIES: It is impossible to predetermine the number or frequency of orders which will be placed during the term of the contract; however, based upon past performance it is anticipated that there will be approximately 110 orders placed during the contract period. The estimated total number of orders in each category for the term of the contract is as follows:

Category 1--Quantities up to and including 500 copies - approximately 76 orders.

Category 2--Quantities over 500 up to approximately 2,000 copies - approximately 34 orders.

NUMBER OF PAGES: Since the volume of work which will be procured under the contract cannot be predetermined, no guarantee can be made as to the quantity and number of pages which will be ordered. However, the anticipated requirements are:

Percentage of Orders	Number of Pages
1	Single leaf (2 pages)
24	4 to 96
25	98 - 200
30	202 -400
20	Over 400

Approximately 72% of the total orders required separate paper covers.

It is anticipated that approximately 52% of the total orders will require tab dividers (the majority print one side only).

Occasionally orders will require fold-ins (the majority print one side only).

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A will include any trim size up to and including 5-1/2 x 8-1/2" (including album style).
(Maximum tab size will be 6 x 8-1/2" including 1/2" tab).

Format B will include any trim size over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11" (including album style).
(Maximum tab size will be 9 x 11" including 1/2" tab).

It is anticipated that approximately 3% of the total orders will be Format "A", and approximately 97% of the total orders will be Format "B".

GOVERNMENT TO FURNISH: Camera copy consisting of line matter, line art, and/or previously printed material will be furnished on most orders.

Electronic Media (occasionally):

Platform: Various Macintosh operating systems, or Windows 95, 98, 2000, or NT operating systems.

Storage Media: Disks (3-1/2"), SyQuest from 200 up to 270MB or Iomega cartridges (Bernoulli up to 230MB, jaz 1GB, and zip 100MB or 250MB), and CD-R's up to 700 MB/80 min.

Software: Programs used on the Macintosh platform will be Adobe PageMaker, Quark Express, Adobe Illustrator, Adobe Freehand, Adobe In Design, and Adobe Photoshop. Programs used with Windows platform will be Adobe PageMaker, Corel Draw, Adobe Illustrator, Adobe Photoshop, Adobe In Design, and Quark Express. NOTE: Current or near current versions of the above mentioned programs will be furnished.

All software upgrades (for specified applications which may occur during the term of the contract, must be supported by the contractor.

Files will be furnished in either or both native application format and PostScript format.

Fonts: In most cases printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of contract. Occasionally contractor may be required to supply a standard TT or Type 1 font.

A visual of the furnished electronic files will be provided..

GPO Form 952 "Desktop Publishing - Disk Information", or equivalent information, will be provided with all disks.

Distribution list(s).

Facsimile, Form 905 (R. 3/90) or (when applicable) a facsimile, Document 6153 for IRS (Internal Revenue Service) with labeling and marking specifications for shipping/mailing containers.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

NOTE: It is the contractor's responsibility to examine Government Furnished Material upon receipt. No cost adjustment will be made due to contractor's failure to review Government Furnished Material prior to production.

Performance Records: A supply of preaddressed, postage-free cards (GPO Form 138, Atlanta Regional Printing Procurement Office) or a Facsimile Transmission Sheet will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Term Contract Compliance Section, ARPPO (404) 605-9160, Ext. 9172.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILMS: No films are required.

PROOFS: No proofs will be required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine. Products must not crack on folds.

The paper to be used will be indicated on each print order.

White Offset Book, grammage 75 and 90 g/m² (basis weight: 50 and 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Colored Offset Book, grammage 75 and 90 g/m² (basis weight: 50 and 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A63.

White and Colored Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

White Opacified Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A80.

White No. 1 Offset Book, Smooth-Finish, grammage 90 g/m² (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A61.

White High Quality Xerographic Copier, Laser Printer (qualified product), grammage 90 g/m² (basis weight: 24 lbs per 500 sheets, 17 x 22"), equal to JCP Code O-61.

White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

Colored (including but not limited to Killarney Green, Victoria Green, Peach Tan, Vermillion Red, and Dutch Blue) Vellum-Finish Cover, grammage 135 g/m² (basis weight: 50 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

White and Colored (including but not limited to Venice Blue, Canary Yellow, Sun Orange, Light Gray and) Vellum-Finish Cover, grammage 135 and 175 g/m² (basis weight: 50 and 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

PRINTING: Print face only or face and back, as indicated, in black ink.

An occasional order may require fold-ins or similar material larger than page size which may be printed on one side only or both sides. The majority of fold-ins ordered will be printed one side only. Maximum length of fold-ins (including apron) will be 46-1/2", over 38" may be spliced in blank apron.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy.

When spine copy is furnished, contractor will determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

Occasionally, covers and text pages may bleed. Contractor may be required to create media for bleed.

BINDING: Various binding styles will be ordered in each of the Formats in accordance with these specifications. Each print order will contain complete binding instructions.

Overall it is anticipated that approximately 7% will be perfect-bound products, approximately 2% will be saddle-stitched products, and approximately 91% will be looseleaf products.

Saddle-Stitched Products: Fold, inset, saddle-wire stitch with two wire stitches, with or without separate paper cover, and trim three sides. Covers trim flush. An occasional order will require pasted-on-back-fold in lieu of saddle stitching. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. **NOTE: MAXIMUM PAGE COUNT OF 96 (SELF-COVER) OR 92 (SEPARATE COVER) SHALL BE ORDERED UNDER SADDLE-STITCHED PRODUCTS.** Score on bind.

Perfect-bound Products: Fold, gather, perfect-bind with separate wraparound glued-on paper cover, and trim three sides. Covers trim flush. All covers score at or within 1/4" off bind to insure no cracking, splitting at bind edge.

Looseleaf Products: Fold, gather and trim four sides; perforate on the fold, gather, trim three sides, as specified on print order; stitch with one stitch in the upper left corner or two side stitches. Separate, two-piece covers will be required on some orders. An additional charge will be allowed for the following operations when ordered:

Banding, shrink-film wrapping, or string tying of individual books may be required in lieu of stitching.

Plastic Comb Binding: Punch suitably for plastic comb binding when applicable.

Acco Fasteners and/or Screwposts: Occasional publications will bind with Acco, or similar, type fasteners with compressors. Occasional publications will require screwposts (fold, gather with 2-piece covers and bind with 2 or 3 screwposts of suitable capacity (plastic screwposts are acceptable), and trim four sides).

Multiple Publications: Occasionally, orders will require the same quantity and same trim size of more than one publication be printed. In some cases they will be collated into individual sets, and shrink film wrapped, or they may pack separately. Complete instructions will be on the GPO Form 2511.

Fold-ins: Fold-ins may require up to five folds, with the majority consisting of parallel folds only. Fold-ins will be ordered tipped-in or inserted throughout text, or gathered in sets at the end of text. Specific instructions for placement of fold-ins will be furnished with the print order. Drill like text (when required).

Perforating: An occasional order may require individual leaves to be perforated (slit or slot) off the fold. Perforations may be ordered horizontal or vertical, as specified on the print order.

Additional Folding: Occasionally, pamphlets of 16 pages or less will require one additional fold down to one-half the specified trim size.

Drilling: Orders may require drilling up to nine round holes. The majority of these orders will be ordered with 3-hole drilling.

Tab Dividers: Die cut tab dividers with 1/3 or 1/5 cut, as indicated on the print order.

PACKING: The method of packing will be indicated for each individual print order. All materials used in packing for distribution must be furnished by the contractor, and must be suitable for safe transportation by mail, common carrier, or messenger delivery.

Individual orders may require wrapping, shrink-film packaging, banding, tying, inserting in kraft envelopes, cushioned shipping bags, shipping bundles, packing and sealing shipping and mailing containers, packing on pallets, and marking packages and shipping bundles or containers by printing, stenciling, or labeling.

Pack in shipping containers.

Shipping containers shall not exceed 45 pounds for bulk shipments when fully packed. Exceptions: 1) Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered, and 2) Shipments to IRS facilities will require that containers not exceed 28-32 pounds (see **Attachment D**).

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width (unless to IRS facilities - see **Attachment D**).

Pallets will be required as applicable (see GPO Contract Terms Pub. 310.2 Rev. 06-01). Pallets required for Carlisle Pike, Mechanicsburg, PA not to exceed 42" in height. **See Attachments A and B for special instructions regarding Army and IRS palletizing.** Occasionally other agencies may require certain pallet specifications which will be indicated on the individual print order.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

In the case for IRS (Internal Revenue Service) shipments to IRS Distribution & Processing Centers, use separate furnished copy (see **Attachment C**).

On some orders the contractor may be required to print labels on a color of paper, other than white, or with a color of ink other than black, as indicated on the print order or otherwise.

Bar Code Markings: Orders may require bar coding of the stock numbers on package label and/or shipping containers for products produced under these specifications. The contractor shall produce "Bar Code Markings" in accordance with AIN-BC1 dated June 18, 1997, and any amendments thereto. The bar code must be positioned in accordance with Federal Standard Number 123G, dated June 6, 1997, and any amendments thereto. These publications may be found on the internet (<http://assist.daps.mil>).

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the print order or distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: All shipments deliver f.o.b. destination.

Approximately 89% of the total copies ordered over the term of the contract will require deliveries to Zones 1 through 7 (which fall within Region 4) and 11% of the total copies ordered will require deliveries to Zone 8 through Zone 12.

Complete addresses and quantities will be furnished with the print orders.

The contractor must return all camera copy and/or electronic media furnished by the Government. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All Government Furnished Material MUST be returned within 10 workdays after delivery of the order.

All expenses incidental to the pickup and return of furnished materials, submitting proofs, contractor produced films, and furnishing samples must be borne by the contractor.

METHOD OF SHIPMENT: The contractors shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:00 a.m. and 3:30 p.m. local time on workdays. Shipments must be delivered as specified.

The Government may require the contractor to furnish tracking information such as, but not limited to, carrier service used, airbill numbers, number of packages, etc.

Orders requiring **INSIDE DELIVERY** will be indicated on the print order.

SCHEDULE: No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

The following schedules begin upon notification of the availability of print order and furnished material.

Regular Schedule: Orders will be scheduled according to the work involved and the time that can be allowed; however, no job will be required in less than five workdays.

Accelerated Schedule: An occasional order may require delivery within 3 to 5 workdays. A premium surcharge (Item VII) will be allowed for these orders. **Contractors may NB this Item.**

Contractor will be required to pick up all furnished material at: 1) GPO, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2566; or 2) at the Government's option, any Government agency within Printing Region 4. NOTE: Most of the orders will pick up from Atlanta, GA.

NOTE: Government furnished material available for pickup is not guaranteed as suitable for shipment. Any additional packaging, addressing, or labeling necessary to insure safe transportation of these materials will be the sole responsibility of the contractor.

The "ship/del date" indicated on the print order is the date products ordered MUST be delivered to the destinations(s) specified.

Failure to comply with required delivery dates may result in withholding further offers.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into two categories as follows:

Category 1--Quantities up to and including 500 copies.

Category 2--Quantities over 500 up to approximately 2,000 copies.

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the job has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the offer can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition or specification of this contract will be cause, and the GPO reserves the right, to withhold further offers until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

PREMIUM PAYMENTS: Orders requiring a production schedule of 3 to 5 workdays will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II, "Paper" in the "Schedule of Prices".

When premium payment is authorized the print order will be abstracted, percentage increase will be added, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his billing.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items. . NOTE: Bidder may no-bid an entire category.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

All billing submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

Note: Certain sequential numbers and/or letters have been intentionally omitted from the "Schedule of Prices".

I. PRINTING AND BINDING: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective "Format" trim size group, as defined in Section 2.- Specifications. The cost of all required paper must be charged under Item II.

Text and Cover Pages: A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Four-page products perforated on the fold, must be charged under Item 4(a) as a looseleaf product.

Fold-ins: A charge will be allowed for each "fold-in unit", based on the maximum square-inch size for each "Format" group, as defined in Section 2.- Specifications. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective "Format" group, with any fractional remainder being counted as a whole.

Prices offered for Item 6(a) must be all-inclusive for printing fold-ins on one side only, and binding; and must include the cost of platemaking, press makeready and running, ink, cutting, folding, tipping-in or inserting throughout text, as indicated.

Prices offered for Item 6(b) must be all-inclusive for printing fold-ins on one side only, and binding; and must include the cost of platemaking, press makeready and running, ink, cutting, folding, and gathering in sets at the end of the text.

(Initials)

(Return this page in triplicate)

SCHEDULE OF PRICES

Prices offered for Item 6(c) must be all-inclusive for printing fold-ins on the second side, in the same single ink color as used on first side; and must include only the cost of platemaking, press makeready and running, and ink.

The cost of all required paper must be charged under Item II, with each fold-in unit counted as a single leaf in the applicable "Format" group. The cost of lipping or angle cutting, if required, must be charged under Item V.

NOTE: All prices submitted for Formats A & B (1 and 2) with more than two (2) decimal places, and Formats A & B (3 & 4) with more than three (3) decimal places will be rounded up for award purposes only.

CATEGORY 1 - Prices offered in Category 1 are applicable only for orders of up to and including 500 copies.

	Makeready and/or Setup Charges (Formats)		Running Charges Per 100 Copies (Formats)	
	A (1)	B (2)	A (4)	B (5)
1. Saddle stitched:				
(a) Printing in black ink, including binding each page.....	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound: Printing in black ink including binding...each page	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:				
(a) Printing in black ink, including binding.....each page	\$ _____	\$ _____	\$ _____	\$ _____
(c) Tabbed Dividers,each page.....	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:				
(a) Printing in black ink on one side only, including binding (tipping- in or inserting throughout text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in black ink on one side only, including binding (gathering in sets at the end of text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side...per fold-in unit	\$ _____	\$ _____	\$ _____	\$ _____

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(Initials)

SCHEDULE OF PRICES

CATEGORY 2 - Prices offered in Category 2 are applicable only for orders over 500 up to approximately 2,000 copies.

	Makeready and/or Setup Charges (Formats)		Running Charges Per 100 Copies (Formats)	
	A	B	A	B
	(1)	(2)	(4)	(5)
1. Saddle stitched:				
(a) Printing in black ink, including binding each page.....	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound: Printing in black ink including binding...each page	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:				
(a) Printing in black ink, including binding.....each page	\$ _____	\$ _____	\$ _____	\$ _____
(c) Tabbed Dividers,each page.....	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:				
(a) Printing in black ink on one side only, including binding (tipping- in or inserting throughout text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in black ink on one side only, including binding (gathering in sets at the end of text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side...per fold-in unit	\$ _____	\$ _____	\$ _____	\$ _____

Prices offered on hereinafter are applicable to BOTH CATEGORIES.

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of sheets furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of sheets will be based on the following --

Text--Each page-size sheet.

Covers--Two page-size sheets will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Fold-ins--One page-size sheet will be allowed for each "Fold-in Unit" (based on the maximum trim size of the "Format" group ordered). The number of units in a particular fold-in will be determined by dividing its trim size by the maximum size of its respective "Format" group, with any fractional remainder being counted as a whole.

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SCHEDULE OF PRICES

NOTE: All prices submitted for paper with more than four (4) decimal places will be rounded up for award purposes only.

	Per100 sheets	
	Format A	Format B
	(1)	(2)
(b) White Offset Book...{75 gsm (50-lb.)} or White Writing...{75 gsm (20-lb.)}	\$ _____	\$ _____
(c) White Offset Book...{90 gsm (60-lb.)}	\$ _____	\$ _____
(d) Colored Offset Book...{90 gsm (60-lb.)}	\$ _____	\$ _____
(e) Colored Offset Book...{75 gsm (50-lb.)} Colored Writing...{75 gsm (20-lb.)}	\$ _____	\$ _____
(h) White Vellum-Finish cover...{135 gsm (50-lb.)}	\$ _____	\$ _____
(i) Colored Vellum-Finish cover...{135 gsm (50-lb.)}	\$ _____	\$ _____
(j) White Vellum-Finish cover...{175 gsm (65-lb.)}	\$ _____	\$ _____
(k) Colored Vellum-Finish cover...{175 gsm (65-lb.)}	\$ _____	\$ _____
(n) White Index.....{200 gsm (110-lb.)}	\$ _____	\$ _____
(o) Colored Index.....{200 gsm (110-lb.)}	\$ _____	\$ _____
(p) White No. 1 Offset, Smooth Finish...{90 gsm (60-lb.)}	\$ _____	\$ _____
(q) White High Quality Xerographic Copier, Laser Print...{90 gsm (24-lb.)}	\$ _____	\$ _____
(x) White Opacified Offset Book...{90 gsm (60-lb.)}	\$ _____	\$ _____

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(Initials)

SCHEDULE OF PRICES

V. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

NOTE: All prices submitted for Items b, f, g, i, k, l, m, and n with more than two (2) decimal places, and Items a, h, and q with more than three (3) decimal places will be rounded up for award purposes only.

- (a) Wrapping or Shrink-film packagingeach package..... \$ _____
- (b) Tying packages (up to 10 inches
in height)each package..... \$ _____
- (f) Perforating (slit or slot) off the foldper 100 sheets \$ _____
- (g) Additional folding (pamphlets 16 pages
or less)per 100 copies..... \$ _____
- (h) Banding with kraft paper bands.....per 100 bands..... \$ _____
- (j) Collating multiple publications into setsper 100 publications \$ _____
- (k) Binding with plastic combs of suitable capacity including punching
and combs furnished by the contractorper 100 copies..... \$ _____
- (l) Binding with Acco-type fasteners (including cost of the fasteners
furnished by the contractor)per 100 copies..... \$ _____
- (m) Binding with 2 or 3 screwposts (including cost of screwposts
furnished by the contractor)per 100 copies..... \$ _____
- (q) Drilling (each run)per 100 sheets \$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 35 mm (1-3/8"). Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness or cover stock will be counted as three leaves; each ply of a fold-in will be counted as a single leaf.

VI. PACKING AND SEALING FOR DISTRIBUTION: Prices offered must be all- inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking in accordance with these specifications.

NOTE: All prices submitted with more than two (2) decimal places will be rounded up for award purposes only. (Exception - Item 2(j) has three (3) decimal places).

1. Bulk shipments weighing 120 lbs. or more:

- (b) Packing and sealing shipping containers (up to approximately
45 lbs. capacity}each container..... \$ _____
- (c) Palletizingeach pallet..... \$ _____

(Initials)

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SCHEDULE OF PRICES

2. Shipments weighing up to 120 lbs.: **Prices are to include all shipping charges.** It is anticipated that 89% of all copies will deliver to Zones 1 thru 7 (within Region 4) and 11% will deliver to Zones 8 thru 12.

(c) Single copy under 5-lbs.each bag \$ _____

(d) Multiple copies under 5-lbs.each bag \$ _____

(e) Single or multiple copies over 5 lbs., up to
12 lbs., in cushioned shipping bags, or wrapped in shipping
bundles (maximum gross weight 14 lbs.....each bag/bundle \$ _____

(f) Quantities over 12 lbs., up to 24 lbs., wrapped in
shipping bundles, or packed in shipping containers, at contractor's option
{ maximum gross weight 27 lbs.....each bundle/container \$ _____

(g) Quantities over 24 lbs., up to 36 lbs.) packed in shipping containers
(maximum gross weight 40 lbs.)each container \$ _____

	Per 100 Inner Package Labels (1)	Per Carton Label (2)	Per Carton Label (3)
(j) Bar code labels--prices must include cost of printing and labeling per order.....	\$ _____	\$ _____	\$ _____

NOTE: No charges will be allowed if bar code is furnished on a reproducible label.

VII. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items, except "Item II", Paper.

(a) Percentage increase (3 to 5 workdays)..... %

VIII. SHIPPING CHARGES: Bidders are to offer a price for shipping to destinations within each of the twelve zones (see page 20). The prices offered, as applicable, will be applied to the weight 120 lbs. or more of the ordered quantity. No additional payment for shipping charges will be allowed because of over or under deliveries.

When deliveries are subject to a charge (such as "Inside Delivery") pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's billing and will be paid for at actual cost.

Bidder must offer a per cwt charge for each zone listed below for Column A, B, and C. Fractional parts of 100 lb. Shipment will be prorated at the per cwt rate.

SHIPPING COSTS: Shipments of up to 120 lbs.: Deliver all shipments f.o.b. destination in accordance with prices offered under Items VI. Shipments of 120 lbs. or more: Deliver all shipments f.o.b. destination in accordance with "Shipping Charges" under Items VIII.(a)(A) through (I)(C) in the Schedule of Prices.

For the purpose of compensating suppliers for shipping charges to destinations falling within the 12 zones, except as provided under "Shipping Costs", bidders are to offer a price as indicated in VIII - Shipping Charges. The prices offered, as applicable, will be applied to the weight of the ordered quantity.

(Initials)

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SCHEDULE OF PRICES

All prices submitted with more than 2 decimal places in this section will be rounded up to 2 decimal places for award purposes only.

Note: Failure to offer a shipping charge to any zone will eliminate a bidder from consideration for award of any order requiring delivery to a zone (or zones) for which shipping charges were not offered.

	Shipments over 120 LBS. But not Exceeding <u>1,000 LBS.</u> (A)	Shipments over 1000 LBS. But Not Exceeding <u>10,000 LBS.</u> (B)	Shipments Exceeding 10,000 <u>LBS.</u> (C)	Shipped To <u>Zone</u>
(a) Cost per cwt.....	\$_____	\$_____	\$_____	1
(b) Cost per cwt	\$_____	\$_____	\$_____	2
(c) Cost per cwt.....	\$_____	\$_____	\$_____	3
(d) Cost per cwt	\$_____	\$_____	\$_____	4
(e) Cost per cwt.....	\$_____	\$_____	\$_____	5
(f) Cost per cwt	\$_____	\$_____	\$_____	6
(g) Cost per cwt	\$_____	\$_____	\$_____	7
(h) Cost per cwt	\$_____	\$_____	\$_____	8
(i) Cost per cwt	\$_____	\$_____	\$_____	9
(j) Cost per cwt	\$_____	\$_____	\$_____	10
(k) Cost per cwt	\$_____	\$_____	\$_____	11
(l) Cost per cwt	\$_____	\$_____	\$_____	12

NOTE: Based on past performance the percentages indicate the approximate total number of copies ordered during the term of the contract that will deliver/ship to the zone indicated. Area codes listed under Zones 1 through 4 are current as of this writing; however, new ones issued within the same geographical zones will be covered under these specifications.

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(Initials)

SCHEDULE OF PRICES

Zone 1 (12%): That portion of Georgia served by Telephone Area Codes 404, 470, 678, 706, and 770.

Zone 2 (24%): That portion of Georgia served by Telephone Area Code 229, 478, and 912 .

Zone 3 (less than 1%): That portion of Florida served by Telephone Area Codes 386, 850, 904 and 352.

Zone 4 (less than 1%): That portion of Florida served by Telephone Area Codes 239, 305, 321, 407, 561, 727, 754, 772, 786, 813, 863, 941, and 954.

Zone 5 (42%): The state of South Carolina.

Zone 6 (7%): The state of Alabama.

Zone 7 (3%): The state of Mississippi.

Zone 8 (less than 1%): That portion of the Continental United States in the Eastern Time Zone, except the states in Federal Printing Region 4.

Zone 9 (10%): That portion of the Continental United States in the Central Time Zone, except the states in Federal Printing Region 4.

Zone 10 (less than 1%): That portion of the Continental United States in the Mountain Time Zone

Zone 11 (less than 1%): That portion of the Continental United States in the Pacific Time Zone

Zone 12 (less than 1%): All U.S. Territories located within the Atlantic Time Zone; and the Panama Canal Zone

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with two copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. **NOTE:** The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

NOTE: For the purpose of this solicitation, facsimile bids that are transmitted to and have been received by a commercial enterprise and subsequently delivered to the Government will be considered. Facsimile bids transmitted to GPO offices will NOT be considered.

(Return this page in triplicate.)